

29 June 1953

MEMORANDUM FOR: Assistant Director (Personnel)  
Chairman, Incentive Awards Committee

SUBJECT: Meeting of Incentive Awards Committee

1. In accordance with the provisions of Regulation [REDACTED] the CIA Incentive Awards Committee will meet on Thursday, 2 July 1953 at 10:00 A.M. in Room 115, North Building.

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2. For initial Committee consideration there are seventeen (17) employee suggestion briefings attached. These suggestions, together with the evaluations prepared for each, are summarized in Tabs 1 through 17 accompanying this memorandum and are supplied to you for your advance information. Please bring these suggestion briefings with you to the Committee meeting. In addition, a recommendation for Award for Superior Accomplishment submitted by the Assistant Director for Operations is included in Tab 18.

3. In order to provide ample time for discussion of these adopted suggestions, it would be appreciated if the suggestion briefings could be reviewed by you in advance.

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE

STATINTL

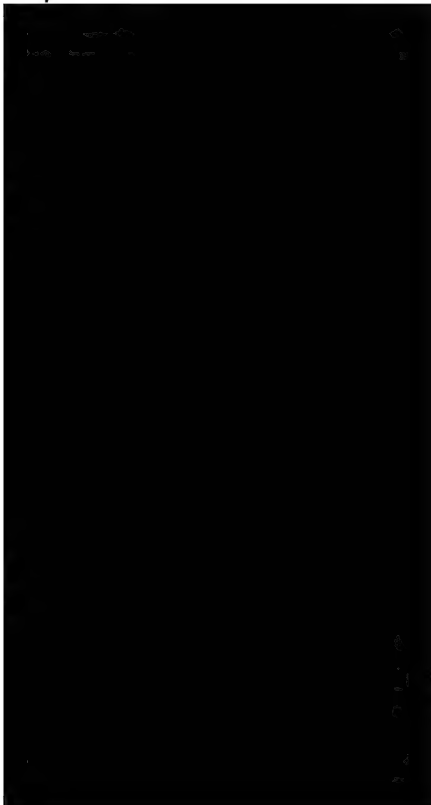
[REDACTED]  
Executive Secretary

Attachments  
Tabs 1 through 18

**RESTRICTED**  
Security Information

SUGGESTIONS

STATINTL

<u>NAME</u>	<u>SUGGESTION NO.</u>	<u>TAB NO.</u>
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	Superior Accomplishment Award	18

Employee Suggestion - Number 140

A. Information About the Suggester:

25X1A [REDACTED], GS-9, Tab Project Planner, Machine Records Branch,  
General Services Office

B. Summary of the Suggestion:

The suggester proposes the addition of Personnel Information to the Standard Form 52, Request for Personnel Action, which would eliminate the need of processing Standard Form 37-50 thereby effecting savings in clerical and typing man-hours.

C. Evaluation:

The suggestion was evaluated by the Research & Planning Staff, Personnel Office and that Office states:

"It is recognized that the Form 37-50 may be superfluous, and may be eliminated. . . . The Personnel Office is currently reviewing the procedures and problems incidental to recording status information. . . . Pending these decisions and the development of appropriate procedures, it is desirable to continue use of the Form 37-50 in order to complete the recording of employee status data for the use of this Office. . . . Standard Form 52 which was designed to record action changes of an official nature is already a heavily overloaded form. . . . It is recommended that consideration be given to granting the author a nominal award for this suggestion because it has been helpful in developing the study of the problem of recording employee status data, and it is anticipated that the suggestion will be beneficial in developing necessary procedures.

D. Note:

It is recommended that an award to the suggester be considered by the Committee, the amount to be determined in keeping with the Scale of Awards for Suggestions with Intangible Benefits.

Employee Suggestion - Number 153

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A. Information about the Suggestor:

[REDACTED] GS-9, Intelligence Officer, [REDACTED]

B. Summary of the Suggestion:

The suggestor proposes the development of a more efficient arrangement and utilization of duplicating facilities for DD/P Offices.

C. Proposed Changes:

One individual given full responsibility for care and maintenance of rooms and equipment used for duplicating copies to provide for continuity in production, availability of supplies and better scheduling of work.

Set up an additional copying machine in a separate room where its use would not interfere with the operation of other equipment which must be used in a lighted room.

Build shelves or racks to hold various types of paper to provide a better flow of work and economy in motions.

D. Evaluation:

The General Services Office has supplied the following evaluation:

"... suggestions are a reiteration and testimony to the need for centralized functional responsibility of reproduction facilities. . The Office of General Services has recently taken over the operation of the reproduction facility of FI/DD/P at their request to solve such problems as mentioned in the suggestions. . . The suggestions are all good ones. . . . For your information a sub-unit is planned in the DD/I area." The Chief of Administration, DD/P states that "The suggestion has merit and would possibly pay a small cash award." That office further goes on to state that "When we agree for a Division or two Divisions jointly to have a copying device, the Divisions concerned should be required to make proper installation and to train the employee or employees who will use the device. Further, that the room would be properly equipped with light-proof boxes, racks, etc."

E. Note:

It is recommended that an award to the suggestor be considered by the Committee with the amount being determined in keeping with the Scale of Awards With Intangible Benefits.

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Employee Suggestion - Number 163

A. Information about the Suggester:

25X1A

[REDACTED], GS-15, Intelligence Officer, Scientific Resources  
Division, OSI

B. Summary of the Suggestion:

The suggester proposes the removal of the piles of empty boxes previously containing air-conditioning sets from the proximity of "Q" & "M" Buildings and prevent similar accumulations in the future in order to reduce the hazards of fire and/or injury. He indicates that the accumulation of crates near the rear entrance of "Q" Bldg. have been there more than a week, thus creating a fire hazard since it is composed of irregular piles of rough dry lumber.

C. Evaluation:

The Chief, General Services Offices has advised that "The above condition has prevailed from time to time due to the current program of air-conditioning installations in these buildings. Action is being taken with General Services Administration to prevent a reoccurrence of these conditions."

D. Note:

It is recommended that an award to the suggester be considered by the Committee with the amount being determined in keeping with the Scale of Awards With Intangible Benefits.

Employee Suggestion - Number 176

A. Information about the Suggestor:

25X1A

[REDACTED] GS-4, Courier, Admin Services

B. Summary of the Suggestion:

The suggester proposes that alterations to the loading area between Wings 3 and 4 , L Building, to improve access of vehicles to the loading platform as well as egress of personnel from the door of Wing 3 in order to provide for the safety of employees.

C. Evaluation:

The Chief, General Services Office has supplied the following information relative to evaluation and adoption, in part, of the suggestion.

"Inasmuch as the recommended changes would involve a considerable expenditure, it is the opinion of this Office that such action is not justified. In the interest of safety, however, steps have been taken by the guard force to allow personnel to enter and exit through the loading platform door, during periods when vehicles are blocking the normal exit. Strategically placed signs in the wing corridors provide ample warning to personnel in emergency instances."

D. Note:

It is believed that the suggester merits consideration for an award since the suggestion resulted in corrective action being taken to bring about an improvement in safety measures. Therefore, it is recommended that an award be considered by the Committee in keeping with the Scale of Awards With Intangible Benefits.

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Employee Suggestion - Number 180

A. Information about the Suggester:

 GS-4, Clerk, DD/P FE

STATINTL

B. Summary of the Suggestion:

The development of posters and instructional material for the efficient operations of duplication equipment of the DD/P Offices.

C. Evaluation:

The Office of General Services has indicated that the placing of posters, while being helpful, would not correct the real problems of poor utilization of equipment, personnel and supplies. The Committee has been more recently advised by the Office of General Services that parts of this suggestion will be incorporated into the overall plan for the operation of duplicating facilities in the DD/P Offices. The Chief, of Administration, DD/P has stated that "posted instructions certainly would assist, and, in conjunction with Suggestion No. 153 are worthy of consideration."

D. Note:

This suggestion like suggestion Number 153 deals with different aspects with the same general problem of duplicating facilities. It is recommended that a token award to the suggester be considered by the Committee, the amount to be determined in keeping with the Scale of Awards With Intangible Benefits.

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Employee Suggestion - Number 182

A. Information About the Suggester:

25X1A

[REDACTED] GS-14, I.O. Chief, DDP/RI

B. Summary of the Suggestion:

The suggester proposes that the area surrounding the outside entrances to "I" to "L" Buildings be cleaned of mud, dust, wet plaster board and other sources of dirt that are tracked into the building. If this dirt is eliminated, it will result in an improvement in the cleanliness of the corridors and offices. Further the suggester noted that the door mats furnished at the entrances are very often not used.

C. Evaluation:

The Chief, General Services Offices indicates the following:

"A recent inspection was made as a result of the above suggestion and conditions in the area were noted as being very much improved, with the exception of some muddy conditions existing at a few of the rear entrance gates. Apparently, considerable building material scraps were present in some of these areas during recent periods of building renovation. This debris, however, has been removed and it is our intention to prevent further such accumulations by ensuring that a thorough clean-up is accomplished by the responsible party.

As a further measure, this Office has initiated a request to have the roadway and the entrance approaches through the various gates resurfaced with asphalt topping by the Public Buildings Service. If approved, the present muddy condition will be alleviated materially.

Regarding the failure of personnel to utilize the cocoa mats furnished, steps have been taken to provide signs at the required entrances requesting their use."

D. Note:

Since a beneficial action has resulted from the submission of the suggestion, it is recommended that an award be considered by the Committee with the amount to be determined in keeping with the Scale of Awards for Suggestions With Intangible Benefits.



Employee Suggestion - Number 190

A. Information About the Suggester:

25X1A

[REDACTED] GS-12, Admin. Off., PDC

B. Summary of the Suggestion:

25X1A

The suggester proposes that "Efforts be initiated with proper authorities to secure cinder surfacing (or similar) of the part running from Gate 4 (I Bldg.) to Independence Avenue. This path is used daily by hundreds of personnel to and from Qts. I, [REDACTED], etc. - and I & J Bldgs. In inclement weather it is impossible leading to trampling down of new paths on either side; consequent damage to Park area, and the creation of further eye sores." The suggester indicates that monetary savings would be nil, but would save time of waiting for shuttle, or round about travel, plus contributing considerably to morale of those unfortunates presently using path.

25X1A

C. Evaluation:

The Chief, General Services Office has advised that an asphalt surfacing was recently applied to the subject path and is considered to be sufficiently raised and crowned to provide passage during inclement weather.

D. Note:

It is recommended that an award to the suggester be considered by the Committee for this suggestion resulting in a beneficial action being taken.

Employee Suggestion - Number 202

A. Information About the Suggester:

[REDACTED] GS-3, Clerk Typist, 00

STATINTL

B. Summary of the Suggestion:

The suggester proposes that the names and address labels be removed from periodicals contributed to reception and waiting rooms by Agency personnel in order to provide for better security.

C. Evaluation:

The Chief, Security Control Staff, Security Office indicates that that Office is always pleased to receive suggestions that may improve security. He further advises that the various building receptionists will be instructed to remove or obscure name and address labels from periodicals in reception and waiting rooms that have been contributed by individuals employed by CIA.

D. Note:

It is recommended that an award to the suggester be considered by the Committee with the amount to be determined in keeping with the Scale of Awards With Intangible Benefits.

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A. Information About the Suggester:

25X1A

[REDACTED] GS-7, Mail and File Supervisor, OO FDD

B. Summary of the Suggestion:

The suggester proposes the periodic issuance of a Registry and Message Center Directory. This directory would contain the up-to-date room and building numbers where mail for various organizations is received and dispatched. The suggester believes that such a directory would save a great deal of time in the delivery of mail and it would also be beneficial in the sorting of mail to the various organizations that have it done in the mail room. By having the proper addressess on the mail, this would assist the couriers in their deliveries.

C. Evaluation:

The Chief, General Services Office states that "It is our opinion that the suggestion has considerable merit in that it would expedite the delivery of mail by courier to the various registries. Also, a check made with several of the larger registries to determine what effect the adoption of this suggestion would have on their internal operations indicates that some saving of time would be realized in the addressing of outgoing mail.

D. Estimated Savings:

Annual Total

(a) Registry time saved in addressing mail - 2 hrs. weekly @ GS-3	\$295.36
(b) Courier and mail clerk time saved - 4 hrs. weekly @ GS-4	318.24
TOTAL	\$613.60
<u>COSTS</u>	
(a) Initial preparation of register card punch, etc.	39.36
(b) Quarterly reissuance of register - 12 hrs. at ave. salary	78.72
TOTAL	118.08
NET SAVINGS	495.52

E. Note:

The Table of Awards found in Regulation No. [REDACTED] indicates an award of \$25.00 based on the estimated savings.

25X1A

Employee Suggestion - Number 221

A. Information About the Suggester:

25X1A

GS-11, Intelligence Officer, DDP/FI/

25X1A

B. Summary of the Suggestion:

The suggester proposes that an additional cafeteria be made available for employees in I, J, K, & L Buildings or as an alternative in providing another cafeteria suggests that the present K Building cafeteria be enlarged, sound-proofed, and that plastic dishes be provided to minimize the noise. The suggester believes that this suggestion will bring about an improvement in employee morale as well as save time of employees away from their desks.

C. Evaluation:

In a memorandum dated 17 April 1953, the Chief, General Services Offices advised that the suggestion is correct and to the point and that they have been aware of the situation for the past year and contemplate the following changes:

- a. The use of plastic dishes has finally been approved and will be placed in use as soon as the necessary amount of equipment can be obtained.
- b. Provided expenses are justified, it is planned to extend the present north wall of the cafeteria approximately five feet into the present wide corridor, thus providing an additional twenty-five tables or one hundred additional chairs. (provides the serving of an additional 400 persons during the hours of 11:30 - 1:30)

Since the receipt of the above mentioned memorandum the Committee has been advised that part of the suggestion contained in paragraph b above has now been carried out. Mr. [REDACTED] of the Office of Space, Maintenance, & Facilities Division has stated that the receipt of this suggestion, while not an original idea, prompted them into taking action now rather than at some time in the future.

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D. Note:

Since the above suggestion prompted the concerned office to initiate action which will result in improvement of service to employees and will result in a greater number of employees being served in the K Building cafeteria within a shorter period of time a nominal award is recommended based upon the Scale of Awards for Suggestions With Intangible Benefits.

[REDACTED], GS-4, Mail &amp; File Clerk, [REDACTED]

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B. Summary of the Suggestion:

The suggester proposes that multiple use of manila envelopes be effected in order to provide economy in the use of envelopes. If the sender would write the address on the side of the envelopes (as in a chain envelope) instead of in the middle, the envelope can be used many times.

C. Evaluation:

The Logistics Office recommends a nominal award since the subject suggestion has resulted in the initiation of action by that Office designed to re-institute the use of messenger chain envelopes already stocked and available through governmental supply sources. This item formerly was used extensively within the Agency. The logistics office further states that "Savings which may be realized through re-stocking and issuing this item cannot be estimated because of a lack of knowledge of the prevalence of the practice mentioned in subject suggestion. Cost of manila envelopes pertinent to subject suggestion is as follows:

9½ inch by 12 inch plain craft envelope, \$7.80 per thousand  
10 inch by 15 inch plain craft envelope, \$10.10 per thousand  
10 inch by 15 inch printed messenger craft envelope (standard item), \$11.83 per thousand

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In order to obtain information on the prevalence of addressing envelopes through the center and by multiple use, the Secretary contacted the Central Mail Room to obtain information. Mr. [REDACTED], Mail Room Supervisor ran a full day's survey on 23 June 1953 which he considered a typical days mail. The results were as follows:

Chain envelopes transmitted through mail room	59
Assorted manila envelopes	633
White envelopes of miscellaneous sizes	151

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Mr. [REDACTED] further states that many envelopes contain two items thus effecting considerably the report on the number of envelopes used.

D. Note:

Since this suggestion has resulted in the Logistics Office initiation of action to effect savings in the use of manila envelopes, it is recommended that the Committee consider the suggester for an award. In view of the difficulty in estimating the savings, it is believed that the Scale of Awards for Suggestions with Intangible Benefits would be most appropriate in determining any award considered by the Committee.

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**Employee Suggestion - Number 226**

**A. Information About the Suggester:**

[REDACTED] GS-11, I.O., DDP/EE

STATINTL

**B. Summary of the Suggestion:**

The suggester proposes a revision of the voucher form to be used at field stations. One station voucher be prepared to cover a one month period. This voucher would include all purchases and/or services for overhead. Receipts attached to this type of voucher would constitute the subvouchers and would be numbered in chronological order.

**C. Evaluation:**

The Deputy Comptroller in evaluating this suggestion, states that:

"The principle of the suggestion is very good, however, it is the opinion of this office that its practical application would require some modification of its form and use. . . Application of the suggestion to particular types of expenditures would appear to be practicable and should result in some savings. The staff of this office is at the present time in the process of preparing an appendix to the [REDACTED] regulations. . . In order that the form, as revised, may include the best features and ideas of all proposals, a copy of the subject suggestion is being retained for consideration in relation to the revised [REDACTED] regulations. . . Although we do not feel that the suggested form is acceptable for adoption in its present form, we believe that the idea is of such merit as to warrant recognition in the form of at least a nominal award.

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**D. Note:**

In view of the above evaluation, by the Deputy Comptroller, it is recommended that an award be made to the suggester, with the amount to be determined in keeping with the Scale of Awards for Suggestion With Intangible Benefits.

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Security Information

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## Employee Suggestion - Number 239

A. Information About the Suggester:

[REDACTED] GS-7, Fiscal Acct., PDC

STATINTL

B. Summary of the Suggestion:

The suggester proposes that the Central Processing Branch of the Personnel Office include the services of a Notary Public in order to notarize documents of Agency travelers.

C. Evaluation:

The Research & Planning Staff, Personnel Office has submitted the following comments:

"At the present time it is necessary to refer requests for notary service to members of the Personnel Relations Branch, Personnel Office. . . Inasmuch as Agency employees traveling or stationed abroad have need, on occasion, to delagate power of attorney to facilitate the cashing of checks and other legal matters during their absence from home, it would no doubt be feasible to have a qualified member of the Central Processing Branch designated as a Notary Public. A conference with the Notary Public in the Personnel Relations Branch in eye bldg. has confirmed the points brought out by the suggester, i.e., that notarizing documents for CPB affects the time this individual can devote to her duties within her own Branch, and conferences and interviews have made it difficult, at times, for her to provide immediate notary service for the Central Processing Branch. The Chief, Central Processing Branch has been apprised of the suggestion, is of the opinion that it should be adopted, and has agreed to initiate whatever action may be required to put the suggestion into effect. With respect to savings, it is believed that an estimate in monetary terms is impracticable. The staff member in Personnel Relations Branch is a GS-11, the employee in the CPB who will assume the Notary Public duties is a GS-7 " The Research & Planning Staff states that " There is little doubt that adoption of the suggestion will result in an improvement in CPB operations, both in terms of convenience to the traveler and time required in processing."

D. Note:

Since it is difficult to estimate any monetary savings it is recommended that the Committee consider an award for a suggestion with intangible benefits.

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Employee Suggestion - Number 252

A. Information About the Suggester:

25X1A

[REDACTED], GS-7, Mail & File Supervisor, Staff Reg., TSS

B. Summary of the Suggestion:

The suggester proposes that signs be erected at the head of each wing (wing-corridor junction) directing one to the proper rear exit. Such signs might read: "SHUTTLE - GATE 15 south exit"

He states that "I" to "L" are constructed in such a fashion that wings extend north to south from one single corridor running east and west parallel to the Reflecting Pool. Exits are clearly discernible on the Pool side, but guarded exits to the shuttle stops and the parking area at the rear (south) of these buildings are quite obscure. For one who is even relatively familiar with these buildings, it is necessary either to guess the proper wing or inquire of a passer-by which wing will take him to a guarded rear exit. Further the suggester has supplied a diagram of the suggestion.

C. Evaluation:

The Chief, General Services has supplied the following evaluation:

"In our opinion, the suggestion has value in that it would eliminate confusion and lost time on the part of building occupants and visitors desirous of leaving by south exits for parking areas and shuttle bus stops.

Accordingly, action has been initiated to have PBS furnish and install the suggested signs at appropriate locations.

Although no estimate can be made of the direct monetary savings to be realized, we believe that employee morale and efficiency would be benefited."

D. Note:

Since this suggestion has resulted in beneficial action being taken, it is recommended that an award be considered by the Committee with the amount to be determined in keeping with the Scale of Awards With Suggestion With Intangible Benefits.



Employee Suggestion - Number 254

A. Information About the Suggester:

25X1A

[REDACTED], GS-12, Intell. Officer, Industrial Capital Goods  
Branch, Office of Reports and Research

B. Summary of the Suggestion:

The suggester proposes that an Agency Notice or other appropriate notice be issued concerning the use of staples. The suggester indicates that documents which have transmittal slips, cover sheets, enclosures, or which are routed in envelopes with routing or cover sheets attached are almost invariably so thoroughly stapled together that it requires removal of at least one, and usually many staples before the document and its enclosures may be read. This results in loss of time throughout the Agency. The suggester has drafted a proposed notice for consideration.

C. Evaluation:

The Chief, General Services Office has supplied the following evaluation:

"It is the opinion of this Office that the suggestion made in the attached memorandum is both logical and worthy of commendation.

Although it is impossible to estimate the monetary savings that can be made by the suggestion, the importance of the morale factor cannot be overlooked. . .

It is the intention of this Office to initiate an Agency notice on the subject with the possibility of also including a similar statement in the Agency Correspondence Manual now being revised."

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Mr. [REDACTED], for the Management Officer, and Mr. Emmett [REDACTED], Special Assistant to the DD/A concur in the above comments.

D. Note:

It is recommended that a nominal award to the suggester be considered by the Committee in keeping with the Intangible Benefits resulting from this suggestion.

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Employee Suggestion - Number 263

A. Information About the Suggester:

[REDACTED] GS-7, Finance Officer, Finance Division

STATINTL

B. Summary of the Suggestion:

The suggester proposes a revision of the travel voucher. It is believed that the adoption of the proposed voucher form would serve to substantially reduce hours required for preparing and processing the present voucher form, and, in addition, would present a comprehensive picture of the transaction involved.

Outlined in the attached is a step-by-step comparison of voucher in use and the proposed revision.

C. Estimated Savings:

The savings estimated in the use of the revised form are as follows:

Savings in preparation	\$1,312.00 per annum
Savings in auditing	12,120.00 per annum
Estimated value of added information	<u>15,000.00 per annum</u>

TOTAL ESTIMATED VALUE    \$28,432.00 per annum

D. Evaluation:

The Deputy Comptroller has supplied the following evaluation:

"Since the need for revision of the voucher form has been under consideration for some time, the subject suggestion was submitted at a most appropriate time. Our review indicates that, although it is deficient and requires some minor alterations, basically it is a good form and appears to meet the major objections to the present form. Accordingly, we have retained a copy of the form, and with minor adjustments, intend to initiate action to adopt it as an official Agency form.

With respect to savings which may be reasonably expected to be realized from adoption of the revised form, we believe that the estimate of the suggestor may be accepted as a fair estimate."

The Chief, Finance Division was contacted by the Secretary of the Committee relative to the eligibility of the suggestor and was informed that [REDACTED] was in a trainee position and the development of such a form should not be considered as part of her duties.

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E. Note:

In view of the estimated savings indicated above, it is recommended •  
that an award of \$370.00 (determined from the Tables of Awards) and  
a Certificate of Award be considered by the Committee.

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Employee Suggestion - Number 310

A. Information About the Suggestor:

25X1A [REDACTED], GS-14, Security Officer, OCI

B. Summary of the Suggestion:

The suggester proposes that all rubber date stamps be arranged in the proper sequence, day, month & year, preferably prior to issuance, in order to accomplish uniformity and consistency in the dating system within CIA. He indicates that the proper date sequence, as contained in the CIA Correspondence Manual, is uniformly followed when the date is type written, however, it has been almost uniformly ignored when the date is stamped in by rubber stamp, inasmuch as rubber stamps when assembled by the manufacturer are normally in the sequence of month, day & year.

C. Evaluation:

The Logistics Office has evaluated the suggestion and supplied the following information:

"The subject suggestion has been evaluated and found to be sound, inasmuch as the adoption of this suggestion could make possible the use of the date stamps for dating correspondence in compliance with the CIA Correspondence Manual. . . .

The rearranging of the strips in date stamps will require approximately five (5) minutes of labor for each stamp. This office has instructed the Divisions concerned to rearrange strips on date stamps in stock, and that replenishment orders for date stamps should require the supplier to furnish the item set-up in day, month and year sequence."

All those responsible for correspondence are well aware of the difficulty encountered in the use of incorrect dating. Since many typewritten copies are date stamped, it is believed that the adoption of this suggestion will result in a full compliance of the proper date sequence, thus avoiding misunderstanding, loss of time, etc.

D. Note:

It is recommended that an award to the suggestor be considered by the Committee with the amount to be determined in keeping with the Scale of Awards for Suggestions With Intangible Benefits.

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chairman, Incentive Awards Committee

DATE:

FROM : Executive Secretary, Incentive Awards Committee

SUBJECT: Award for Superior Accomplishment

REFERENCE: CIA Regulation [REDACTED]

25X1A

1. Agency Regulation [REDACTED] and supporting document from the Assistant Director for Operations recommending the granting of a within-grade pay increase as an award to [REDACTED] for superior accomplishment have been reviewed to determine compliance with the standards set forth in the above reference. Mr. [REDACTED] compensation is less than the maximum rate for his grade. He has received no previous advancement as an award during the past 52 weeks--the prescribed waiting period for a normal periodic pay raise.

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2. Standards - To merit an award for Superior Accomplishment, an employee's performance must meet one of the tests prescribed by Paragraph 3a (4) of the Regulation. The memorandum from the Assistant Director for Operations presents evidence which can be considered as coming within the provisions of the above paragraph.

3. If the Committee favorably considers an award for Superior Accomplishment for Mr. [REDACTED], his salary will be increased from \$2974 to \$3054 per annum.

25X1A

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE

25X1A

[REDACTED]  
Executive Secretary

25X1A

Approved For Release 2000/06/19 : CIA-RDP80-00832A000100090005-2

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